

TAB

STATINTL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010013-8

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010013-8

S-E-C-R-E-T

29 October 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NOS. 64-71: dated 6 September 1963  
[REDACTED] Operations Officer, GS-11  
DD/P, SR Division

25X1A

64-159: dated 23 January 1964  
[REDACTED] Operations Officer, GS-13  
DD/P, WE Division

A. Summary of Suggestions

These suggesters independently submitted proposals having to do with a more realistic security procedure for handling Clandestine Services 201 file numbers by telephone. They claimed that the Red Lines should be used and that some procedures for call backs, etc. were unnecessary and cumbersome.

B. Summary of Evaluations

In December 1963, Office of Security evaluated these suggestions and recommended the cases be referred to DD/P for final recommendation.

A joint study was made by an OS representative and an RID person. As a result, a [REDACTED] was pre- 25X1A  
pared to outline a new procedure. The evaluators stated that these suggestions triggered development of the new procedure. On non-sensitive cases the requester will ask for all of the information over the Red Line at one time. On sensitive cases, the information may be requested by phone to be followed by a personal visit or a separate secure call later.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation to each suggester.

D. Decision

25X1A

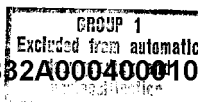
[REDACTED]  
A/Chairman, Suggestion Awards Committee

*CJA*  
Award

- 2 NOV 1964

Date

S-E-C-R-E-T



ADMINISTRATIVE - INTERNAL USE ONLY

29 October 1964

STATINTL

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-111: dated 12 November 1963

[REDACTED]  
Case Officer, GS-11  
DDP/Africa Division

A. Summary of Suggestion

Suggester proposed that the Agency purchase a new badge clip.

B. Summary of Evaluation

After a six-month trial period, the Office of Security reported that the recommended clips are now on regular purchase schedules. The Agency will use approximately 10,000 per annum, with a savings of 10¢ per clip, or about \$1,000.00 per annum.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 award based on Tangible savings.

D. Decision of Chairman

STATINTL

[REDACTED]  
A/Chairman, Suggestion Awards Committee

50 -  
Award

Date

NOV 1964

ADMINISTRATIVE - INTERNAL USE ONLY

25X1A

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010013-8

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010013-8

### B. Summary of Evaluation

█████ estimates savings of about 50 manhours annually (\$175) and slight reduction in office file space. The principal benefit to the employees is in savings in interest charges, while employees' loan payments were processed through the T/A system. About 300 station employees use the Credit Union mail so the morale value is more than minimal.

### C. Recommendation of Executive Secretary

- #### D. Decision of Chairman

\_\_\_\_\_

50  
Award

Date \_\_\_\_\_

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010013-8

29 October 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-127: dated 21 November 1963

[REDACTED] Diesel Operating Engineer, GS-07

DD/S, OC, E/TSE/[REDACTED]

STATINTL

STATINTL

A. Summary of Suggestion

The suggester proposes a new air-cooled exhaust for the UGP-12 generator. It is an air-cooled, finned copper exhaust pipe 8 inches in length attached directly to the muffler on one end and with a flexible rubber hose attached to the other end. This system was tested extensively without any prohibitive factors coming to light.

B. Summary of Evaluation

In many instances the UGP-12 has not been considered for a particular operation because of noise and exhaust fumes from the engine. (Noise, in particular, is an inherent problem with practically all internal combustion engines of this type.) It appears that by using the heat dissipator and garden hose described in the suggestion, that a more quiet operation of the engine could be achieved and in so doing offer an advantage to the user.

The air-cooled exhaust system is a usable one. No adverse effect was noted on the engine or generator. Tests were made inside a ground floor toilet. An approximate 4 db decrease in overall noise was noted over the normal exhaust system. An approximate 10 db increase in noise (over ambient) was transmitted to the second floor toilet. Considerable smoke and fumes were exhausted from the sewer system vent on the roof but some fumes remained in the room and could be detected easily. No carbon monoxide test was made because the test equipment was not available.

Furthermore, [REDACTED] claims that this is a novel idea, that it will be useful when necessary and warranted. He agrees that the original estimate SLIGHT/LOCAL is valid because of the research put into it by the suggester.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

A/Chairman, Suggestion Awards Committee

Award

Date

S-E-C-R-E-T

29 October 1964.

25X1A

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-291: dated 21 May 1964

[REDACTED] Archives Assistant, GS-07  
Records Center, Disposition Branch

A. Summary of Suggestion

Eliminate an unnecessary and extra duplicate file on Form 140 listing all records retired to the Center.

B. Summary of Evaluation

The Archives and Records Center file maintains a permanent record of all receiving and disposition actions. This proposal brought to light an obsolete requirement of no value today.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (but related).
2. Certificate of Appreciation

D. Decision

[REDACTED]

A/Chairman, Suggestion Awards Committee

*CofA*  
Award

2 NOV 1964

Date

*Approved for B25 award at 21 Sec. Meeting.*

25X1A

S-E-C-R-E-T



S-E-C-R-E-T

29 October 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 65-18: dated 24 July 1964

25X1A

[REDACTED]  
Clerk, GS-4  
DDP/RID/Files

A. Summary of Suggestion

Suggester proposes that information about closing and consolidating 201 files be put into the automated data processing machine in order to avoid useless searches for files already converted or closed.

B. Summary of Evaluation

The percentage of dead-end searches is less than  $\frac{1}{2}$  per cent, rather than almost 7 per cent as stated in the suggestion. SG does not consider it worthwhile loading the information on 12,000 201 closings into the DCS, especially since this information will be available in the automated 201 Index within the next year or so.

The suggestion has served to call attention to inadequacies of existing machine records of 201 closings, which merely state that "201-xxxxx HAS BEEN CLOSED." SG will initiate action to have RID/ADP prepare better machine-language records of the 12,000 closings and also of current closings. These records will become part of the automated 201 Index and will probably be accessible on an on-line inquiry basis.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award based on Intangible benefits (SLIGHT/LIMITED).

D. Decision of Chairman

25X1A

[REDACTED]  
A/Chairman, Suggestion Awards Committee

8  
15  
Award

Date

ADMINISTRATIVE - INTERNAL USE ONLY

29 October 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 65-55: dated 18 August 1964

[REDACTED]  
Time and Leave Supervisor, GS-6  
Finance/Vouchered Payroll

A. Suggestion

A new form SF 2106 (attached).

B. Summary of Evaluation

The number of part-time employees paid from vouchered funds for whom leave records are maintained on Form 2106 range from approximately 30 to 50. There are no similar part-time employees at Headquarters paid from confidential funds who are entitled to leave. Approximately two hours per biweekly pay period are being saved by using Form 2106 instead of SF 1137. This savings represents the estimated differences between the time to record the cases each period on the new form compared to the time required for computing accruals, recording leave used and in some cases research of time records under the old system to reconstruct the work record. The two hours saved represents a cost savings of approximately \$5.00 per biweekly period based on the salary of a GS-5, step 4, or about \$130 for the year. The difference in printing costs between the two forms is not sufficient for consideration. SF 1137 costs 32¢ per 100 whereas the cost of the new form is estimated at \$1.90 per 100 based upon the approximate cost of composition of the plate and printing of the first 1,000 copies. It is recommended that tangible benefits of the suggestion be evaluated at approximately \$130 for the first year following adoption of Form 2106. Intangible benefits are local in application (payroll office only) and of slight benefit. An award is recommended for consideration for the suggester accordingly.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
  2. \$ 5.00 based on Tangible savings of \$130.00 for the year.  
25.00 based on Intangible Benefits (SLIGHT/LOCAL)
- \$30.00 Total

ADMINISTRATIVE - INTERNAL USE ONLY

#### D. Decision of Chairman

A/Chairman, Suggestion Awards Committee

30  
Award

Date

29 October 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 65-81: dated 25 September 1964

STATINTL

[REDACTED] Forklift Operator  
W-5 (GS-4 Equivalent)  
DDS/OL/SD/[REDACTED]

STATINTL

A. Summary of Suggestion

Former Method: A homemade rig composed of a wood block is used in the forklift storage area to hold the charger cables when they are not in use.

Suggestion: Suggester proposes that the wood blocks be replaced with a metal spring type holder. The new type retainer would provide a secure, rigid storage aid and the required additional protection to the charger cables when not in use.

B. Summary of Evaluation

Office of Logistics states that the suggestion will be adopted in modified form. It is true that the cables are not now protected adequately, although traffic in that area is minimal. OL feels that any steps taken will improve the situation as well as the general appearance of the area. The wooden holders at the depot will be fabricated to accomplish the intent of the suggestion.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

\_\_\_\_\_  
Acting Chairman, Suggestion Awards Committee

\_\_\_\_\_  
Award

\_\_\_\_\_  
Date

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

29 October 1964

STATINTL

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 65-90: dated 8 April 1964

██████████ Intelligence Officer, GS-12  
DDP/RID/██████████

STATINTL

A. Summary of Suggestion

Install a water fountain in GD Corridor at Headquarters.

B. Summary of Evaluation

This request for equipment for the convenience of employees was originally considered ineligible as a suggestion. However, it appears that the suggestion did remind OL that they intended to replace a water fountain in this area.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. A Certificate of Appreciation for having caused intended corrective action to be precipitated.

D. Decision of Staff

██  
A/Chairman, Suggestion Awards Committee

*CofA*  
Award

\_\_\_\_\_  
Date

ADMINISTRATIVE - INTERNAL USE ONLY